

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120110-2

REPORTS INVENTORY

PREPARE IN DUPLICATE

XXXXXXDDS/OL/SD-52

1. TITLE OF REPORT (if a fill-in report include Form No.)

Location ☐ Activity Register2. TYPE
OF
REPORT
☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

<input checked="" type="checkbox"/> PERSONNEL	<input type="checkbox"/> TRAINING
<input checked="" type="checkbox"/> LOGISTICS	<input type="checkbox"/> SECURITY
<input type="checkbox"/> MEDICAL	<input type="checkbox"/> FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not
number of copies)

1

7. FORMAT (memorandum, form
computer print-out, etc)

Computer Print-Out

8. ADP PROCESSING

☒ YES
☐ NO

IF YES GIVE ADP PROCESSING NO.

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9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level
contributing information to report)OCS, ☐11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-7	3.89	20		77.80	12		933.60

B. COSTS OF COMPUTER PRODUCED REPORTS

				.50	12		6.00
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TOTAL COSTS PER YEAR

939.60

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is required as a basic reference, research and analysis tool. In
addition, this report is required for reconciliation purposes.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

☒ RETAIN AS IS ☐ OTHER (explain)

CHANGE

DISCONTINUE

16. DATE OF INVENTORY

25 Sept 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

☐

FORM 9-70 142

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(22-36-12)